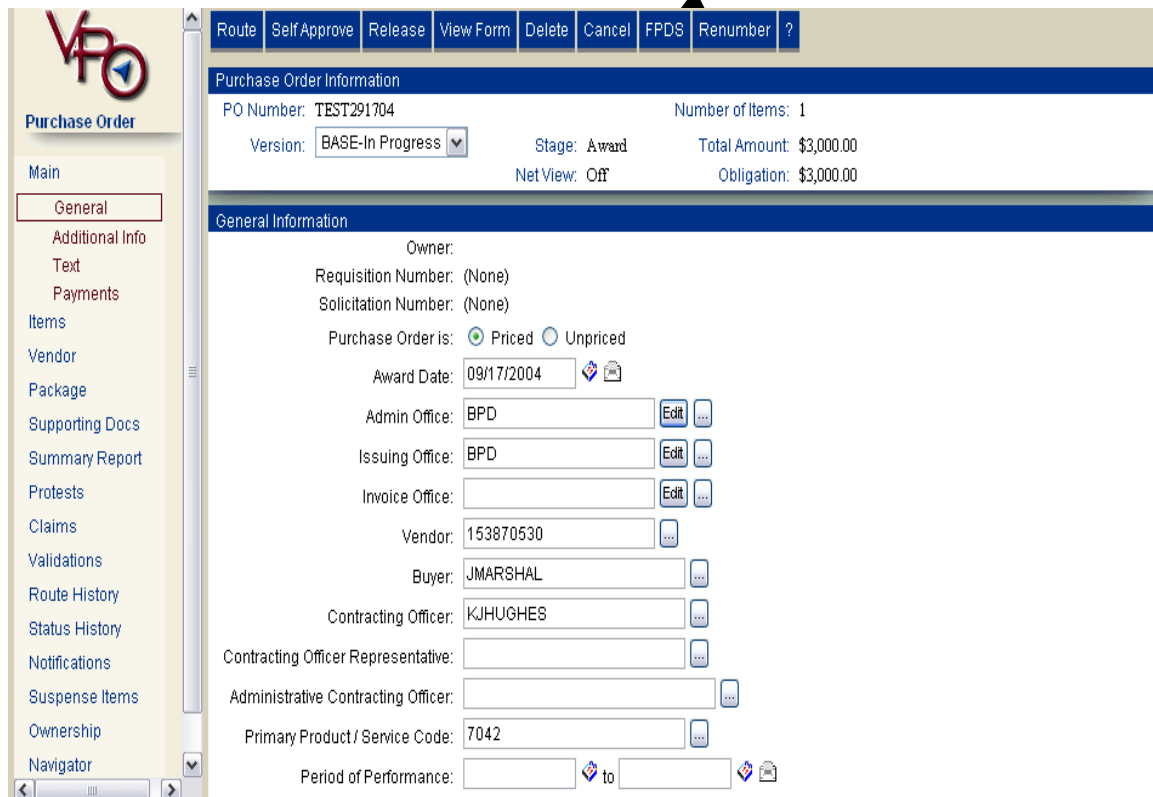


# Federal Procurement Data System-Next Generation (FPDS-NG) Quick Reference Guide Using FPDS-NG


Search or Create your award document in Prism.

Make sure your document is ready to be sent for approval prior to filling out FPDS-NG. After you have finished the prism portion of your document select the **FPDS** button at the top of the screen



The screenshot displays the VFP (Vendor Filing Portal) interface. The top navigation bar includes buttons: Route, Self Approve, Release, View Form, Delete, Cancel, **FPDS**, Renumber, and ?. An arrow points from the text 'select the FPDS button' to the FPDS button. The left sidebar shows a tree view with 'Purchase Order' selected, containing sub-items: Main, General (highlighted), Additional Info, Text, Payments, Items, Vendor, Package, Supporting Docs, Summary Report, Protests, Claims, Validations, Route History, Status History, Notifications, Suspense Items, Ownership, and Navigator. The main content area is divided into two sections: 'Purchase Order Information' and 'General Information'. The 'Purchase Order Information' section shows PO Number: TEST291704, Number of Items: 1, Version: BASE-In Progress, Stage: Award, Total Amount: \$3,000.00, Net View: Off, and Obligation: \$3,000.00. The 'General Information' section includes fields for Owner, Requisition Number: (None), Solicitation Number: (None), Purchase Order is: ☒ Priced ☐ Unpriced, Award Date: 09/17/2004, Admin Office: BPD, Issuing Office: BPD, Invoice Office: (empty), Vendor: 153870530, Buyer: JMARSHAL, Contracting Officer: KJHUGHES, Contracting Officer Representative: (empty), Administrative Contracting Officer: (empty), Primary Product / Service Code: 7042, and Period of Performance: (empty) to (empty).

After you press the **FPDS** button, your screen will look similar to the one below.




*Click Submit to save your data.*

Purchase Order Information		
PO Number: TEST291704	Status: In Progress	Number of Items: 1
Version: BASE	Stage: Award	Total Amount: \$3,000.00
	Net View: Off	Obligation: \$3,000.00

Set PIID

Preparing to launch FPDS-NG....

When the launch is completed your original document will still be on the screen. Please look for the FPDS window minimized in your taskbar:



**Purchase Order**

Main

- General
- Additional Info
- Text
- Payments
- Items
- Vendor
- Package
- Supporting Docs
- Summary Report
- Protests
- Claims
- Validations
- Route History
- Status History
- Notifications
- Suspense Items
- Ownership
- Navigator

Route	Self Approve	Release	View Form	Delete	Cancel	FPDS	Renumber	?
Purchase Order Information								
PO Number: TEST291704			Status: In Progress			Number of Items: 1		
Version: BASE-In Progress			Stage: Award			Total Amount: \$3,000.00		
			Net View: Off			Obligation: \$3,000.00		
General Information								
Requisition Number: (None)								
Solicitation Number: (None)								
Purchase Order is: <input checked="" type="radio"/> Priced <input type="radio"/> Unpriced								
Award Date: 09/17/2004								
Admin Office: BPD <input type="button" value="Edit"/> <input data-bbox="987 1255 1019 1281" type="button" value="..."/>								
Issuing Office: BPD <input type="button" value="Edit"/> <input data-bbox="987 1297 1019 1323" type="button" value="..."/>								
Invoice Office: <input type="button" value="Edit"/> <input data-bbox="987 1339 1019 1365" type="button" value="..."/>								
Vendor: 153870530 <input data-bbox="963 1381 995 1407" type="button" value="..."/>								
Buyer: JMARSHAL <input data-bbox="987 1423 1019 1449" type="button" value="..."/>								
Contracting Officer: KJHUGHES <input data-bbox="987 1465 1019 1491" type="button" value="..."/>								
Contracting Officer Representative: <input data-bbox="987 1507 1019 1533" type="button" value="..."/>								
Administrative Contracting Officer: <input data-bbox="1019 1549 1052 1575" type="button" value="..."/>								
Primary Product / Service Code: 7042 <input data-bbox="987 1591 1019 1617" type="button" value="..."/>								
Period of Performance: <input data-bbox="865 1633 898 1659" type="button" value="..."/> to <input data-bbox="1036 1633 1068 1659" type="button" value="..."/>								

https://prsmapp3.publicdebt.treas.gov/prsmupgt/purchaseorder/general/gen\_bb.asp?submit=yes&option=general#

Page 7 Sec 1 7/7 At 1.5" Ln 4 Col 1 REC TRK EXT OVR

start Federal Procurement... ARC - Oracle Site R... PRISM - Purchase O... FPDS-NG : JESSICA...

Click on that window to bring up your document in FPDS-NG. See the sample FPDS window screen below.

<a href="#">New</a> <a href="#">Save Draft</a> <a href="#">Validate</a> <a href="#">Approve</a> <a href="#">Correct</a> <a href="#">Modify</a> <a href="#">Void</a> <a href="#">Save Tmpl</a> <a href="#">Delete</a>			
<a href="#">Print</a> <a href="#">Help</a>			
<b>General Information</b>			
<b>Award Type:</b>	Purchase Order		
<b>Award Status:</b>	Draft		
<b>Prepared By:</b>	JESSICA.MARSHALL@BPD.TREAS.GOV	<b>Award ID:</b>	2036 ... TEST1052004
<b>Prepared Date:</b>	10/05/2004 10:38:41	<b>Referenced IDV ID:</b>	...
<b>Last Modified By:</b>	JESSICA.MARSHALL@BPD.TREAS.GOV	<b>Reason For Modification:</b>	...
<b>Last Modified Date:</b>	10/07/2004 11:24:22	<b>Solicitation ID:</b>	
<b>Dates</b>		<b>Amounts</b>	
<b>Date Signed (mm/dd/yyyy):</b>	10/05/2004	<b>Action Obligation:</b>	\$3,000.00
<b>Effective Date (mm/dd/yyyy):</b>	10/05/2004	<b>Base And Exercised Options Value:</b>	\$3,000.00
<b>Completion Date (mm/dd/yyyy):</b>		<b>Base And All Options Value:</b>	\$3,000.00
<b>Est. Ultimate Completion Date (mm/dd/yyyy):</b>		<b>Fee Paid for Use of IDV:</b>	\$0.00
<b>Purchaser Information</b>			
<b>Contracting Office Agency ID:</b>	2036 ...	<b>Contracting Office Agency Name:</b>	BUREAU OF THE PUBLIC DEBT
<b>Contracting Office ID:</b>	...	<b>Contracting Office Name:</b>	
<b>Funding Agency ID:</b>	...	<b>Funding Agency Name:</b>	
<b>Funding Office ID:</b>	...	<b>Funding Office Name:</b>	
<b>Funded By Foreign Entity:</b>	<input type="checkbox"/>	<b>Reason For Inter-Agency Contracting:</b>	Select One
<b>Contractor Information</b>		<b>Socio Economic Data</b>	
<b>Name:</b>	A&T SYSTEMS INC ...	<input type="checkbox"/> Veteran Owned	<input checked="" type="checkbox"/> Asian Pacific
<b>DBA:</b>		<input type="checkbox"/> 8(a) Firm	<input type="checkbox"/> Service Disabled Vet
<b>Street:</b>	12200 TECH ROAD	<input type="checkbox"/> Hub Zone	<input type="checkbox"/> Local Government
<b>Street2:</b>	SUITE 100	<input type="checkbox"/> SDB	<input type="checkbox"/> Minority Institution
<b>City:</b>	SILVER SPRING	<input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> American Indian
<b>State:</b>	MD ...	<input type="checkbox"/> HBCU	<input type="checkbox"/> State Government
<b>Zip:</b>	209047871 ...	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Federal Government
<b>Country:</b>	UNITED STATES ...	<input type="checkbox"/> Women Owned	<input checked="" type="checkbox"/> Minority Owned Business
<b>Phone:</b>		<b>Organization Type</b>	<b>Number of Employees</b>
<b>Fax No:</b>			110
<b>Phone No:</b>	1538705300000		<b>Annual Revenue</b>
			\$30,000,000

Some information will automatically default from your prism document into FPDS-NG. Listed below are the fields that will automatically default from Prism, provided that the information was put on the award correctly.

### General Information Section:

Award Type  
 Award Status  
 Prepared By  
 Last Modified By  
 Last Modified Date  
 Award ID, (Agy, PIID, Mod No)  
 Date Signed  
 Effective Date  
 Amounts (in all three fields)

**Purchaser Information Section:**

Contracting Office Agency ID  
Contracting Office Agency Name

**Contractor Information Section**

Name & Address information  
Duns No  
Socio Economic Data

**Product or Service Information Section**

Product/Service Code  
Description

**Competition Info**

Number of Offers Received  
Price Evaluation Percent Difference

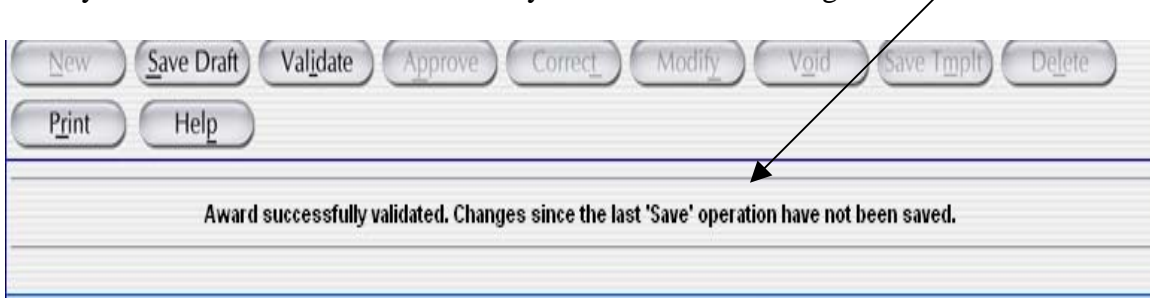
After filling out the document, please click **Save Draft** at the top of the screen.



After the document has been saved you will see this message.

Then click **Validate**. If you have not completed the fields required by FPDS-NG, you will receive validation errors. These error fields will be highlighted in red. Please complete the fields then click **Save Draft** and **Validate**. You must always save your work.

After your document has been validated you will see this message.



Note: Documents over \$25,000.00 will have additional fields validated by FPDS.